

## **OFFICE OF MAYOR VIRG BERNERO** 124 W. MICHIGAN AVENUE – NINTH FLOOR LANSING, MI 48933

TO: ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES,

AND DEPARTMENTS OF THE CITY OF LANSING

RE: EXECUTIVE ORDER 2008-02 – REQUIRING PREFERENCE FOR

LANSING-BASED FIRMS AND RESIDENT EMPLOYEES IN THE PROCUREMENT OF ALL GOODS AND SERVICES AND IN THE

HIRING OF CITY EMPLOYEES

At a time when Lansing residents and businesses are faced with rising energy prices, mortgage foreclosures, job losses and other economic challenges, it is more important than ever that the City of Lansing consider the economic well-being of its residents and local businesses as our highest priority.

The promotion of new jobs, businesses and residents is an integral part of the Administration's strategy to stabilize and revitalize the City of Lansing. So, too, is the responsibility to utilize local residents and businesses to staff and supply our City government.

As a significant buyer of goods and services, the City of Lansing can and should make every effort to use its buying power to strengthen the employment prospects for Lansing residents and to enhance business opportunities for Lansing-based firms. As a significant employer, the City of Lansing should also make every effort, consistent with state and federal law, to hire qualified City residents.

Therefore, pursuant to the direction and mandate given to me by the people of the City of Lansing, as expressed in the City Charter, I hereby issue the following Order to require preferences for Lansing-based firms and City residents in the procurement of all goods and services by the City of Lansing and in the hiring of City employees:

## I. DEFINITIONS

"Lansing-based firm" means an incorporated business entity that owns or leases an office, warehouse, distribution center, or wholesale or retail store located within the corporate limits of the City of Lansing.

## II. PREFERENCE FOR LANSING-BASED FIRMS AND RESIDENT EMPLOYEES

- 1. Consistent with state and federal law and City ordinance, in determining whether the purchase, contracting for, providing of supplies, materials, services, insurance, utilities, third party financing, equipment, printing and other items needed by City of Lansing departments or agencies is in the best interests of the City, and in making all discretionary decisions concerning the solicitation, award, amendment, cancellation, or appeal of City contracts, the Finance Department shall consider all of the following:
  - A. Whether a vendor who seeks to provide goods or services to this City is a Lansing-based firm; and
  - B. When applicable, whether a proposal by a vendor to provide good or services to this City uses contractors or subcontractors that are Lansing-based firms; and
  - C. Whether a vendor who seeks to provide goods or services to this City, and, when applicable, whether any contractors or subcontractors involved in the provision of those goods and services, employ residents of the City of Lansing.
- 2. The Finance Department shall collect from vendors information necessary to comply with the requirements of this Order, as determined by the Department. The Finance Department may require vendors to provide any of the following:
  - A. Information relating to the location of work performed under a City contract by the vendor, any subcontractors, employees or other persons performing a City contract.
  - B. Information regarding the corporate structure and location of corporate employees and activities of the vendor, its affiliates, or any subcontractors.
  - C. Information regarding the resident address of any employees or other persons performing a City contract.
  - D. Notice of the relocation of the vendor, employees of the vendor, subcontractor, or other persons performing services under a City contract.

3. In all advertisements and solicitations for City goods and services, including bids and requests for proposals, the Purchasing Division of the Finance Department, on behalf of the City, shall include the following statement:

"THE CITY OF LANSING GIVES PREFERENCE TO LANSING-BASED JOB PROVIDERS IN THE PROCUREMENT OF ALL GOODS AND SERVICES."

- 4. In seeking goods and services within the scope of their authority to purchase that do not require bids or requests for proposals, Cabinet members, Department and Division Heads, and Employees, shall first seek to purchase such goods and services from Lansing-based firms.
- 5. The Finance Department shall develop reasonable criteria and guidelines for determining how the commitment to purchasing goods and services from Lansing-based firms must be balanced against cost, quality, and convenience.
- 6. The Finance Department shall monitor the amount of goods and services purchased from Lansing-based firms in comparison to all goods and services purchased.
- 7. The Director of the Finance Department shall undertake a review of all procurement policies and procedures in order to ensure that this Executive Order is appropriately implemented.

## III. PREFERENCE FOR HIRING QUALIFIED LANSING RESIDENTS

1. In all job postings and solicitations for employment, the Human Resources Department, on behalf of the City, shall include the following statement:

"THE CITY OF LANSING GIVES PREFERENCE TO QUALIFIED LANSING RESIDENTS IN HIRING FOR ALL CITY EMPLOYMENT."

- 2. The Human Resources Department shall engage the leadership of the City's labor unions in efforts to give priority to the employment of qualified City residents.
- 3. The Human Resources Department shall work with educational institutions to develop and implement training programs to increase the number of City residents qualified for employment in Agencies and Departments of the City of Lansing.
- 4. The Human Resources Department shall monitor the number of qualified City residents hired in comparison to all persons hired.

5. The Director of the Human Resources Department shall undertake a review of all City hiring policies and procedures in order to ensure that this Executive Order is appropriately implemented.

This Executive Order, signed on this  $\cancel{244}$  day of November, 2008 shall remain in effect until it is rescinded or superseded.

Virg Bernero, Mayor of the City of Lansing